

## **MINOS Authorship and Publications Committee**

(Version 3.2, approved on April 1, 2006)

The administration of the approval of refereed papers, physics results, conference submissions and publications and of the MINOS author list will be the responsibility of the MINOS Authorship and Publications (MAP) committee. The committee will consist of the spokespeople, the IB chairperson and the elected members of the executive committee. The committee will elect a MAP chairperson and deputy and a Technical Paper Coordinator.

### **MINOS Analysis Approval Procedure**

- 1) The decision whether to have a blind analysis and any blinding procedure to be used in the analysis has to be presented to and approved by the collaboration in an early state of the analysis.
- 2) The approval of the collaboration must be given before any un-blinding of an analysis.
- 3) The MAP committee will define the means of the approval.

### **MINOS Data Approval Procedure**

- 1) All publicly presented MINOS physics results must be approved by the collaboration
- 2) The normal approval procedure for results will be:
  - a) The result will be discussed at the appropriate physics working group meetings.
  - b) When the physics group conveners are satisfied with the result, it will be posted together with plots and a description of how it was obtained, in the form of a NuMI note, on the internal blessed plot site. The collaboration will be notified and a presentation given at the next collaboration meeting.
  - c) After two weeks for comments to the authors and/or the MAP committee, the result may be approved by the MAP committee.
  - d) After approval the result will be posted on the external blessed plot site and be available for public dissemination.
- 3) In special cases where result approval is urgent a request may be made to the MAP chairperson for a phone meeting to be organized at which the data can be presented and discussed. The procedure would then be the same as after a collaboration meeting presentation.
- 4) If there is dispute over a result within a working group or results are produced outside a working group, an individual may request the MAP chairperson to organize a presentation, which would be considered in the same manner as those produced by the working groups.

### **MINOS Paper Approval Procedure**

- 1) There will be two types of paper approval;

- a) Physics papers
  - b) Technical papers
- 2) Physics Papers
- a) Draft papers will normally be born and iterated within the appropriate working group and are thus expected to be quite mature before being submitted for consideration for publication.
  - b) Draft papers from the working groups or any other sources will be submitted for consideration to the MAP committee.
  - c) The MAP committee will appoint an ad hoc group of referees from the full collaboration who are knowledgeable on the subject of the paper but not directly associated with the work reported. The referees will discuss the paper with the authors with the constructive objective of improving the physics and/or the presentation of the paper.
  - d) After the authors have received and acted on the referees' comments, the revised paper, together with the referees' report, will be presented in an open session at a collaboration meeting and placed on the internal web. Collaboration members may make comments to the MAP committee and the authors during the following three weeks.
  - e) The MAP committee will approve the paper for publication if it considers that a consensus of the collaboration has been reached that the paper is suitable for publication.
  - f) If the MAP committee considers that valid criticism has been made it will appoint a further ad hoc referees committee to study the objections with the paper's authors. A revised paper will be presented to the collaboration as in d).
  - g) If a consensus still cannot be reached a vote of the whole collaboration will be held. Of those voting, a 90% majority in favor of publication will be required for publication.
  - h) If the journal refereeing process requires any significant change to the physics content of the paper the changes must pass through the approval process as above except that the presentation to the collaboration may be made at a phone meeting if the next collaboration meeting is more than one month away.
- 3) Technical papers
- a) Technical papers are expected to come from relatively small groups who have done R&D on a hardware or software component of the MINOS experiment.
  - b) Draft papers will be produced by the group and submitted to the Technical Paper Coordinator who will appoint a small group of referees. The referees will read the paper in depth and offer comments to the authors and MAP on both content and editorial issues.
  - c) After the interaction with the readers the revised paper will be posted on the internal web site and comments to the authors and MAP invited from the full collaboration. Ten days will be allowed for comments.
  - d) The final responsibility for the paper belongs to the authors. However the MAP committee will review both the reader's and the collaboration's comments and if it considers that they have substance, which has not been addressed it will notify the full collaboration.

- 4) The MAP committee will maintain a set of guidelines for the authors of papers, covering time-scales, procedures and contact persons.

## **MINOS Authorship Rules**

### Current Authors:

- PhD physicist or graduate student
- Currently working on MINOS
- Has input at least one calendar year of significant effort

### Legacy author:

- Has left the collaboration
- Has been a current author in the past
- Stays one year as legacy author, for each two years worked on MINOS (fractions rounded up)

### 1) Physics papers

- a) Physics papers will be signed by the full collaboration (current and legacy authors).
- b) Other people, who have made significant contributions to MINOS, may automatically be authors of the first MINOS paper and the first paper dealing with neutrino oscillations using the NuMI beam.
- c) Each group will submit to the IB a set of names for general authorship of those who qualify under the above criteria plus any other names that the group wishes to put forward for special consideration, yearly on the 1<sup>st</sup> January.
- d) The MAP committee will vet the names list. If, after discussion between the committee and the group, there is still disagreement on whether a name qualifies, a vote, decided by a simple majority of those present, will be held in the IB.
- e) A special case for inclusion on a specific paper may be made to the MAP committee, either by a group or an individual, when the person in question has made an important contribution to that paper but does not qualify for authorship under the general rules. If the MAP committee rejects the case, the group or individual may appeal to the IB, which will vote as in section f).
- f) Authors will be listed in alphabetical order with references to an institution list, also in alphabetical order.
- g) Any author may remove their name from a paper by notifying the chairperson of the MAP committee.

### 2) Technical papers

- a) Technical papers will have a restricted set of authors consisting of those who have made a significant intellectual contribution to the subject of the paper.
- b) The Technical Paper Coordinator will act as a moderator for the author list.
- c) A draft paper will contain a proposed author list. Anybody not on the list who thinks they have a case for inclusion may contact the authors and the Technical Paper Coordinator.

- d) Disputes over authorship will be resolved by the MAP committee, appeals may be made to the IB as in section 1)f).

### **Conference Presentation Approval Procedure**

- 1) Only approved physics results may be presented at conferences and in seminars.
- 2) Other MINOS results are on a graded scale of sensitivity. In general detector and event pictures may be shown without approval. Care should be taken with items closer to physics, such as resolutions. Data shown at semi-public occasions such as PAC or Lehman reviews may be shown. In case of doubt the chairperson of MAP should be consulted.
- 3) It is the responsibility of the physics working groups and particularly the working group conveners to maintain a reasonable supply of new results, including Monte Carlo and detector diagnostic results, available for conference speakers. Conveners should refer to the list of approved speakers and conference dates on the MINOS web to provide a timely set of results.
- 4) Conference presentations and any subsequent proceedings will be signed as “John Bull, for the MINOS collaboration”.
- 5) Speakers must post their slides on the MINOS web site at least one week before the first day of the conference and send an email to minos\_authors informing the collaboration of their presence.
- 6) All results not yet published in journals shall be noted as preliminary.
- 7) Written conference proceedings must be submitted to the MAP Committee for approval. Provided only approved results are included approval will normally be automatic.
- 8) Adherence to these regulations is a condition for future conference presentations.